

6 February 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Shipping Addresses

REFERENCE: Memo fr Executive Officer, OL dtd 15 Jan 64,  
Same subject

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1. I attended a meeting chaired by Mr. [REDACTED]  
of CCS and attended by Mr. [REDACTED]  
Chief, Cargo Branch/TD/OL.

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2. The purpose of the meeting was to discuss discrepancies  
of certain consignee addresses included in the Shipping Address  
Directory (see referenced memorandum). The problem is to purify  
those addresses not previously cleared through [REDACTED]

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3. It was agreed by those attending that the following steps  
should be taken to up-date the Shipping Directory:

- (a) All requests for additions, deletions and  
corrections to addresses will not be honored  
by the Office of Logistics until such requests  
are coordinated with and concurred in by the  
Divisions and CCS.

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4. The DD/P components should be encouraged to direct field stations to forward requests affecting [REDACTED] addresses to the Division for action and such requests will be coordinated with CCS before forwarding to the Office of Logistics.

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5. It is realized that the purification of the Directory will take some time, therefore, the Divisions should continue to use the current list of addresses until adequate cover addresses can be established. Commo will be contacted by CCS to bring them in line with the above recommended procedures.

[REDACTED]

Office of SSA-DD/S

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Jim -  
go ahead and work with  
Logistics and the Area  
Divisions to get whatever  
is needed. Can you  
handle it through personal  
contact ?? Or do we need  
some sort of notice ?? Ho  
whatever you think is  
appropriate, & keep us  
informed. JMA

~~SECRET~~

TRANSMITTAL SLIP		DATE	7 February 1964
TO: Mr. [REDACTED]			
ROOM NO.	BUILDING		
7D16	Hqs		
REMARKS:			
<p>I recommend that SSA-DD/S support the proposals in this memorandum. Mr. [REDACTED] stated that several flaps have occurred resulting from obsolete addressees and addresses not properly documented [REDACTED]</p> <p style="text-align: center;">JLC</p> <p style="text-align: center;">[Signature]</p>			
FROM: Office of SSA-DD/S			
ROOM NO.	BUILDING	EXTENSION	
7D10	Hqs		

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FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

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